



### **Position Description**

CEO level position with oversight for the funding, creation, and operation of Collin County's visual and performing arts district, which aims to be the premiere arts venue for north Texas. The unique nature of this undertaking presents the opportunity to exercise and sharpen current leadership skills while at the same time develop new skills.

- **Title:** Executive Director
- **Reports to:** Board of Directors - Arts of Collin County Commission
- **Location:** Collin County, Texas
- **Compensation:** Compensation package including comprehensive benefits, commensurate with qualifications and experience
- **To Apply:** Log onto the City of Allen Website at:  
<http://agency.governmentjobs.com/allen/default.cfm> or [www.cityofallen.org](http://www.cityofallen.org)

### **Responsibilities**

- **Fund Raising.** Will have primary responsibility to develop and execute a major capital campaign so that construction of the district's Phase 1 can commence. Take the lead in identifying and soliciting financial support, including donations and grants. Develop and implement effective marketing and public relations programs to promote the facility, develop community awareness and generate revenue.
- **Community Relations.** Establish and maintain a high public profile. Communicate with community groups, government agencies, business and civic organizations and leaders on a regular basis. Create public excitement for the Arts. Represent the Arts of Collin County in speaking engagements with civic, professional and governmental organizations.
- **Facilities.** Provide direction and oversight to all consultants, contractors and staff to ensure the timely and satisfactory completion of all project phases.
- **Plans & Finance.** Develop, present and execute annual and multi-year business and financial plans, capital plans, budgets, grant and other proposals. Prepare annual reports.
- **Staffing.** Identify, recruit, hire, manage and evaluate a professional administrative, operations and support staff.
- **Operations.** Responsible for oversight of the physical facility, programming, food and beverage service, as well as safety and compliance. Establish policies and procedures including provisions for vendor contract management, bookings, suppliers, user groups and the like.

**Qualifications**

- Bachelor's degree required. (Master's preferred). Business, Hospitality, Arts or related field.
- Minimum of five (5) years executive leadership experience in corporate, non-profit, or government arenas.

**Proven ability to:**

- Successfully solicit financial support.
- Establish and manage business and financial plans.
- Establish and maintain community awareness and support.
- Select and motivate a professional staff.

**Knowledge & Experience in:**

- Contract negotiations and management.
- Organizational development.
- Governmental relations and requirements.
- Use of technology.

**Professional Characteristics:**

- Collaborative Leadership Style.
- High degree of integrity and sound judgment.
- Able to see the "big-picture" while paying attention to the details.
- Ability to perform under stress.
- Ability to relate to people at all levels.
- Excellent written and oral communications.
- Passion for the Arts.
- Professional appearance.
- Sense of humor.

**About the Arts of Collin County**

The Arts of Collin County (ACC) is an innovative joint venture between the cities of Allen, Frisco, and Plano, Texas. The ACC was created to meet the arts and entertainment needs of the rapidly growing population of Collin County and surrounding area. This cooperative effort between three local governments will result in the creation of a Performing Arts Park consisting of multiple facilities to be constructed in several phases. Phase I consists of a 2,100-seat multipurpose arts theater designed to accommodate a variety of Collin County arts organizations and multi-purpose rehearsal and performance spaces. Additional phases will include a sculpture garden, amphitheater, an additional smaller theater, educational facilities, visual arts and other arts-related facilities.

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*The vision of the Arts of Collin County is to create an environment  
where all citizens can share and enjoy the full diversity and vitality of the arts.*